



# CITY OF HOUSTON

## Job Posting

1	Im	Applications accepted from:	ALL PERSONS INTERESTED
2		Job Classification	FINANCIAL ANALYST IV
3		Posting Number	PN# 109224
4		Department	Department of Public Works & Engineering
5		Division	Resource Management Division
6		Section	Financial Management Branch/Fiscal Services
7		Reporting Location	611 Walker St.*
8		Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Coordinates and directs the development, implementation and monitoring of various financial activities, policies and procedures too effectively manage budgets, programs and systems. Develops, monitors, analyzes and updates various reports, records, projects and plans. Develops, coordinates, monitors, analyzes and updates budgets. Lead the team that is responsible for Public Works and Engineering Enterprise Fund Debt Service monthly, quarterly and annual projections, budgeting and reporting. PWE expert on all capital improvement Funds - history, accounting and sources and uses of funds and fund's flow/coverage reports. Collaborate on the PWE financial ten year forecasting and budgeting modeling. Work with other key FSS members on the perennial long range planning of the utility financial model that includes planning for revenues, expenses and debt service working with PWE Financial Advisors. Lead all Texas Water Development Board PWE administrative and financial of Application, Intended Use Plan, single audits, loan closing and all other activities. Monitor and report usage of TWDB funds. Special Projects as assigned.		
10	<b>WORKING CONDITIONS</b> This position is physically comfortable; the individual has discretion about walking, standing, etc.		
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's Degree in Finance, Accounting, Business Administration or a closely related field.		
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's Degree in Business Administration, Accounting, or a closely related field may be substituted for two years of the above experience requirement.		
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).		
14	<b>PREFERENCES</b>	None	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b>	None However, the Department may administer a skill assessment evaluation.	
16	<b>SAFETY IMPACT POSITION</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 25 \$1,501 - \$2,080 Biweekly      \$39,026 - \$54,080 Annually</div>		
18	<b>OPENING DATE</b>	MARCH 1, 2006	
19	<b>CLOSING DATE</b>	OPEN UNTIL FILLED	
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. <b>TDD Line phone number (713) 837-9471.</b> Successful candidates will be notified of their application status. <b>For application status inquiries, please call (713) 837-0571.</b> All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.		

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